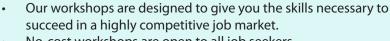
Workshops May 2017

- ★ Heber Employment Center 69 N. 600 W., Suite C • Heber City 435-654-6505
- **Park City Employment Center** 1910 Prospector Dr., #100 • Park City 435-649-0921

Register for reserved seating. Walk-ins welcome.







- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

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Job Seeking Skills	Location	
RESUMÉ WRITING & C		
May 4 May 24	9:00 AM-11:00 AM 9:00 AM-11:00 AM	Park City Heber
INTERVIEWING SKILLS		
May 17 May 25	9:00 AM-11:00 AM 9:00 AM-11:00 AM	Heber Park City
JOB SEARCH STRATEG		
May 3 May 25	2:00 PM-4:00 PM 2:00 PM-4:00 PM	Heber Park City
EMPLOMENT ESSENTI		
May 2 None	9:00 AM-11:00 AM	Heber Park City
*LINKEDIN #1:		
May 31 By appointment	9:00 AM-11:00 AM Call to schedule	Heber Park City

RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES (INCLUDES

NETWORKING): Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.

Workforce Services • jobs.utah.gov

